

# Curriculum Vitae

**Name : Sayak Sengupta**

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## Summary

**Experience in hiring qualified experience & fresher candidates for different open positions in Software (Java, PHP, Symphony, Laravel, Web Designer, Software Tester etc), BusinessDevelopment for APAC, Europe & US region, Patent Analyst (Infringement, Landscape, SEP, Reverse Engg, Drafting & Prosecutions, Paralegal),Market Research.**

**Acquisition of new clients, Email marketing, client servicing**

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## Experience Summary:

**Company Name : Khurana & Khurana and IIPRD**

**Designation : Sr Associate HR, Gr Noida**

**Duration : July 2023 till October 2023**

### **Job Profile**

- Receiving and understanding the requirements with respect to technical and general aspects sent bythe Director.
- Carry out the recruitment process using various sources (job portals, job postings, professional networking sites, references, etc.)
- Screening application & select candidates for interview
- Briefing the candidates regarding the job profile & organization etc
- Sharing the shortlisted CVs to Director & schedule final discussion. Follow up on interview status and update candidate on the same.
- Sharing Offer & Appointment Letter.
- Processing paperwork for new joiners and people who leave the company
- Sharing screening exercise with intern candidates, allot internship month and issuing certificate after completion of internship
- Email marketing

**Company Name : ResearchWire Knowledge Solutions Pvt Ltd**

**Designation : Sr HR Associate Recruitment, Noida**

**Duration : August 2021 till July 2023**

### **Job Profile**

- Receiving and understanding the requirements with respect to technical and general aspects sent bythe respective teams.
- Carry out the recruitment process using various sources (job portals, job postings, professional networking sites, references, etc.)
- Experience in working on Naukriportal
- Screening application & select candidates for interview
- Briefing the candidates regarding the job profile & organization etc

